

**Narrative Statement Supplemental Form
Procurement Agent, FSN-08(T)**

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
Completing of secondary school is required.	
Experience:	
Minimum of three years experience in Procurement/Contracting, or closely related field. Minimum of one year supervisory experience is required.	
Language Proficiency:	
Levels IV (Fluent) in both written and spoken English as well as level IV (Fluent) in Russian and/or Tajik are required.	
Knowledge:	
The incumbent should have good knowledge of prices and different sources for supplies and services.	
Skills and Abilities:	

Ability to use PC applications such as Microsoft Word, Excel and Access; must be able to draft correspondence in English and Russian, and develop and maintain databases and related records.

